



Office Use Only

VicSmart?

YES

NO

Specify class of VicSmart application:

Application No.:

Date Lodged: / /

# Application for a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the back of this form.

**▲** Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

**▲** Questions marked with an asterisk (\*) must be completed.

**▲** If the space provided on the form is insufficient, attach a separate sheet.

**i** Click for further information.

Clear Form

## Application Type

Is this a VicSmart application?\*

No  Yes

If yes, please specify which VicSmart class or classes:.....

**▲** Classes of VicSmart application are listed in zones, overlays, particular provisions and the schedule to Clause 59.15

## Pre-application Meeting

Has there been a pre-application meeting with a Council planning officer?

No  Yes

If 'Yes', with whom?:

Date: 28/01/25

day / month / year

## The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address \*

Unit No.:

St. No.: 5

St. Name: ATKINSON

Suburb/Locality: PORT FAIRY

Postcode: 3284

Formal Land Description \*

Complete either A or B.

**▲** This information can be found on the certificate of title.

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A

Lot No.:

Lodged Plan

Title Plan

Plan of Subdivision

No.: 138328

OR

B

Crown Allotment No.: 5

Section No.:

Parish/Township Name:

# The Proposal

**i** You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

**i** For what use, development or other matter do you require a permit? \*

The proposal aims to enhance and restore the existing home, which has suffered significant deterioration due to exposure to ocean air. The harsh conditions have caused mortar loss in the brickwork, as well as the deterioration of window frames and cladding.

Key elements of the proposed works include:

- Recladding and rendering of the home, along with the installation of new windows and doors.
- Construction of a new bay window.
- Replacement of the existing sunroom with a well-constructed, insulated sunroom featuring skylights.
- Installation of a transparent batten fence along the southern boundary.
- Creation of a defined and identifiable entry point on Atkinson Street.
- Construction of a new shed and removal of the existing shed.

These improvements will not only address the structural issues but also enhance the functionality and visual appeal of the home.

Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Cost \$400,000

**i** You may be required to verify this estimate. Insert '0' if no development is proposed.

**i** Estimated cost of any development for which the permit is required \*

If the application is for land within metropolitan Melbourne (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy must be paid to the State Revenue Office and a current levy certificate must be submitted with the application. Visit [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for information.

# Existing Conditions **i**

Describe how the land is used and developed now \*

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Existing double storey home with detached garage

Provide a plan of the existing conditions. Photos are also helpful.

# Title Information **i**

Encumbrances on title \*

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

# Applicant and Owner Details **i**

Provide details of the applicant and the owner of the land.

## Applicant \*

The person who wants the permit.

Name:		
Title:	First Name: RYAN	Surname: ADAMSON
Organisation (if applicable): SHAPE BUILDING DESIGN		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 5	St. Name: ATKINSON
Suburb/Locality: PORT FAIRY	State: VIC	Postcode: 3284

Please provide at least one contact phone number \*

Contact information for applicant OR contact person below	
Business phone:	Email: [REDACTED]
Mobile phone: [REDACTED]	Fax:

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details*		Same as applicant <input checked="" type="checkbox"/>
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

## Owner \*

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:		Same as applicant <input type="checkbox"/>
Title:	First Name: [REDACTED]	Surname: [REDACTED]
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: [REDACTED]	St. Name: [REDACTED]
Suburb/Locality: [REDACTED]	State: [REDACTED]	Postcode: [REDACTED]
Owner's Signature (Optional):	Date: 30/01/25 day / month / year	

## Information requirements

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

Is the required information provided?

Yes  No

## Declaration **i**

This form must be signed by the applicant \*

**A** Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.	
Signature: [REDACTED]	Date: 30/01/2025 day / month / year